7 April 1959

MEMORANDUM FOR: Assistant Director, CR

SUBJECT   : Acceptance of Air Force Minicard Coding for
                   Intellofax Input

1. AFCIN 1B-2 has been sending us copies of their Minicard Code Sheets with Air intelligence reports since 12 January 1959, in accordance with arrangements outlined in Appendix A. The one month's period of review initially arranged was extended with verbal permission of AFCIN 1B-2 because the caliber of AF coding did not meet CIA standards.

2. As of 20 March we completed 10 weeks of review. During this period the Senior Analyst in the Defense Section/Analysis Branch has reviewed both AF and CIA coding of each Air report. By Weekly Status Reports (Appendix B) submitted to the SA/CR, we have analyzed the quality of AF coding compared with CIA and have indicated improvement obtained in the course of review.

3. We have regularly informed Major Nelson and Mr. Stein, who head the AFCIN coding operation, of errors so that corrections might be made in their system. They have indicated appreciation of our review and have made concrete efforts to resolve radical differences in coding.

4. In our opinion AF coding per se is sufficiently compatible with ours to accept their Minicard coding product for Intellofax input provided that (1) AF will send us code sheets in lieu of the tapes originally requested (See Appendix A); (2) AF will expand titles and (3) our Machine Division will be able to automatically convert Minicard codes to Intellofax, thereby by-passing our Analysis Branch.

5. Code Sheets are preferred to tapes by both the Machine and Document Divisions for two reasons: Matching tapes and hard copies of reports would require a sizeable expenditure of manpower by both divisions; Code Sheets would obviate the ten-day delay in coding input which would present a problem were we to receive tapes. (Appendix A)

6. Expansions of titles is desirable as an aid to researchers in the selection of documents from Intellofax tapes. In addition expansion of titles should help AFCIN 1B-3 in establishing the subject entries for filing the Intellofax cards we provide them for their Library indexes.
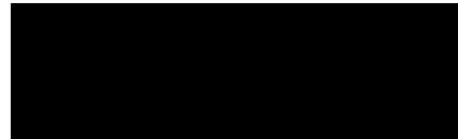
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7. Machine Division has developed procedures to automatically convert Minicard coding to Intellofax. Machine Division has estimated that the conversion will require 13 man-hours per day or $1\frac{1}{2}$ persons, GS-4. (Appendix C) This automatic conversion is vital to DD in the decision to accept the Air Force Minicard coding product. Automatic conversion of codes will permit the release of at least $1\frac{1}{2}$ coders (GS-9) for other Intellofax coding in the Analysis Branch.

8. We feel that acceptance of AF coding is a worth while step in eliminating duplication of indexing effort and in furthering compatibility among the several components of the intelligence community vitally interested in the indexing of intelligence information.

9. We therefore recommend that the attached proposal (Appendix D) to use the AF Minicard coding product for Intellofax input be forwarded to AFCIN 1B for their concurrence.

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Chief, Document Division

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Prepared by

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Coordination and Concurrence:

8 april 1959
Date

Approval   :   _____   _____
                               Assistant Director, CR   Date

cc: Chief, Machine Division
      Chief, Analysis Branch
      Automation Development Group